

# TOWN OF MAYNARD

MUNICIPAL BUILDING  
195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754

## Minutes CPC Meeting – Town Hall November 16, 2016

Members Present: M. John Dwyer; Rick Lefferts; Steve Jones; Janey Audrey-Neuhauser; Bill Cranshaw; Ellen Duggan; Tom Hesbach

Members Absent: Randy James; Position representing Planning Board is vacant

Also Present: Mike Guzzo  
Lisa Hanley

John Dwyer called the Meeting to order at 7:07

### ADMINISTRATION:

#### Minutes of the October 19, 2016 Meeting

- **Motion by Steve to approve the Minutes as amended.** Rick Seconded. Unanimously approved. Ellen abstained as not at 10/9 meeting; Jane abstained as had not reviewed Minutes.

#### Invoice for laptop bag for Admin

- **Motion by Rick to approve invoice.** Ellen seconded. Unanimously approved.

#### Mike Guzzo:

##### Transfer of Undesignated Fund Balances

- Mike Guzzo brought summary of FY2016 End of Year Undesignated Fund Balance (\$69,422.01) to be transferred to Affordable Housing (\$6942.20), Historical (\$6942.20), Open Space (\$6942.20) and Budgeted Reserves (\$48595.41).
- Per Mike, Department of Revenue allows undesignated funds to be moved by CPC request instead of Town Meeting Vote.
- Discussion of administrative funds and whether reflected in these numbers. Decided to evaluate administrative expenses in January. Mike will look into how the administrative funds are handled.
- **Motion by Tom to accept Mike Guzzo's recommendations to move funds into buckets.** Steve Seconded. Unanimously approved.

#### Closing of CPC Projects

- Mike Guzzo stated that he will not close any project unless CPC votes to close. Projects have a 2 year period of performance. Decided that CPC will notify Mike in December which projects to close.
- Tom asked reasonable time to leave project open for invoices before closing. Per Mike, 3-6 months after the 2 year date is sufficient.
- Decided that letter should go out to Proponents that invoices need to be submitted by December 16 for projects that closed the previous June (end of fiscal year).
- Steve proposed future wording in Article should state that if 2 year date passes, CPC may vote to extend project 1 additional year at their discretion.

## **PROJECT BUSINESS:**

### **Ellen – Historical Commission Historic Properties Survey -MACRIS Invoice**

- 2/3 payments have been made. Per contract, the 3<sup>rd</sup> payment is dependent on State approval. Currently awaiting State approval.

### **Affordable Housing Trust Fund**

- Ellen is concerned that there should be a Grant Agreement in place. All CPC members agree this is important.
- Rick stated that the Affordable Housing Trust is formed under Massachusetts General Law and they must fill out an annual CP-3 Report with the State, like the CPC. Town Counsel, Lisa Mead, is generating Articles of Trust.
- Trust would be able to make immediate decisions without going to Annual Town Meeting. If proponent is denied funds by the Trust, they could apply directly to CPC.
- Agreed the importance of a Grant Agreement, stipulating that Trust would have to follow guidelines of CPC. **John asked Lisa to research sample Grant Agreements from other Towns.** Rick suggested the Westford Affordable Housing Trust as a starting point.
  - Look into Trusteeship, general municipal and non-profit.
- Discussion that CPC can't fund the Trust forever; Town needs to add money. Bill suggested that money can't be extended without match on tangible projects. Can't keep putting all money into studies.
- Ellen would like a presentation by an Affordable Housing Trust member. Rick stated there is a 5 year Housing Production Plan and funds will go to implement this Plan. As an example of type of projects the Trust could support, he referenced the condos recently built on Main Street. The Trust could have subsidized the units with Deed Restrictions.
- All agreed the CPC could grant funds this year and not next year if the Trust is not working as anticipated.
- **CPC will come up with questions for next meeting and send to Lisa.**

### **Tom - Green Meadow Playground Renovation**

- Build to print plans done, end result with all equipment, drainage, etc. comes close to \$700,000.
- Phase 1 - \$250,000. Includes drainage, paths, handicap accessibility. The remainder (equipment) can be spread out over several/many years. Money needs to be approved at January Town Meeting to get work started at end of school year and completed before start of next school year.
  - School Committee will give \$50,000 if it passes Town Meeting. May ask CPC for more money. Looking into other funding sources, though have not found any grants to Tom's knowledge.
- Per John, no invoices have been received. Tom has advised proponents that invoices need approval to be paid.

### **John- Conservation Fund Support**

- Preliminary Application is the Final Application.

### **Honoring Our Ancestors**

- Mike Guzzo believes there may be money in the Town budget for this project. He will meet with Wayne Stanley and Andrew Scribner-MacLean and report back to CPC.
  - Note: Per 11/21 email from Mike Guzzo, he was not able to find any other funding source. CPC should proceed with this application.

**Powdermill Circle Door**

- Discussion of why State won't pay for this project. Agreed that Bob Larkin should meet with CPC to discuss.

**Steve – Fowler Field**

- Want to set money aside for when Design Plan is completed. Using this money to implement the \$30k Field Use and Design Study from last year. Anticipate Design Plan to come in before Town Meeting.
- Steve received unanimous support from the School Committee on this last week.
- Ellen asked Steve to tell Aaron Miklosko that the CPC needs Design Plan information before January CPC meetings to be able to vote on whether to approve
- Contingencies could be put in Warrant for Annual Town Meeting stating that \$50,000 would be approved contingent upon an additional \$50,000 coming from another source.
- Steve said they are planning to have this be voted on at the May Town Meeting; Tom pointed out that they might want to consider January if they want the fields ready for the next school year.

**Bill – Proposed by-law change for Planning Board Appointment to CPC**

- Town Counsel advised that this cannot be done.

**Golf Course**

- Still no response from Andrew Scribner–MacLean to letter sent last year on how to handle the Conservation Restriction. Decided a follow-up letter would be sent by John, requesting Progress Report and Appraisal.

**Next Meeting: December 7, 2016**

**Motion to adjourn by Tom. Ellen seconded. Unanimously agreed. Meeting adjourned at 9:20**

**Respectfully Submitted,**

**Lisa Hanley  
Administrative Assistant.**

**Timeline of Dates for May 2017 Town Meeting – FY2017 CPA Proposals:**

- October 3, 2016– Preliminary Application due
- Thursday, October 6, 2016 – CPC determines eligibility and notifies applicants
- November 9, 2016 – Final Applications due
- December 7, 2016 – CPC develops questions for proponents
- January 2017– Meetings with proponents and discussion
- February 15, 2017 – **Public hearing and final vote on proposals**

<b>2016-17 Committee Positions:</b> Chair – John Dwyer Vice Chair – Rick Lefferts Treasurer – Steve Jones Clerk – Jane Audrey-Neuhauser
---